



JUDAH  
— BIBLE COLLEGE —

# GRADING SCALE & ACADEMIC STANDING POLICY

## FROM THE EXECUTIVE DIRECTOR Why Grades Matter at JBC

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Grades at Judah Bible College are not the point. Formation is the point. Souls are the point. The Kingdom is the point. But grades are not nothing, either — and pretending otherwise would dishonor both you and the call on your life.

Here is the truth: how you treat your studies is how you will treat your assignments in ministry. Students who steward their academic work with integrity build the muscle memory of *excellence* — and excellence will preach long after the diploma fades.

“Work willingly at whatever you do, as though you were working for the Lord rather than for people.” — *Colossians 3:23 (NLT)*

This document tells you exactly how grades work at JBC — the scale, the quality points, the GPA, the standings, the appeals, the honors, and the path back when things go wrong. It is meant to be plain, fair, and unambiguous. Read it carefully. Keep a copy. And then **get to work.**

**Pastor Adam Aziz**  
*Executive Director, Judah Bible College*

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## 01 THE JBC GRADING SCALE

Judah Bible College uses a standard letter-grade scale with plus and minus designations. Every assignment, examination, and final course grade is reported on this scale. Faculty members may use percentage points or rubric-based scoring within their courses, but final grades are always converted to the JBC letter scale on the official transcript.

LETTER GRADE	PERCENTAGE	QUALITY POINTS	DESIGNATION
<b>A</b>	93–100	<b>4.0</b>	Excellent
<b>A–</b>	90–92	<b>3.7</b>	Excellent
<b>B+</b>	87–89	<b>3.3</b>	Good
<b>B</b>	83–86	<b>3.0</b>	Good
<b>B–</b>	80–82	<b>2.7</b>	Good
<b>C+</b>	77–79	<b>2.3</b>	Satisfactory
<b>C</b>	73–76	<b>2.0</b>	Satisfactory
<b>C–</b>	70–72	<b>1.7</b>	Satisfactory
<b>D+</b>	67–69	<b>1.3</b>	Below Expectations
<b>D</b>	63–66	<b>1.0</b>	Below Expectations
<b>D–</b>	60–62	<b>0.7</b>	Below Expectations
<b>F</b>	0–59	<b>0.0</b>	Failing

Note: A grade of **F** indicates a failed course. The course earns no credit and zero quality points, but is included in the cumulative GPA calculation. Failed courses must be retaken if they are required for the student’s degree program.

## 02 QUALITY POINTS & GPA CALCULATION

A student's Grade Point Average (GPA) is the standard measure of academic performance at JBC. Two GPAs are tracked for every student:

- **Term GPA** — the average of all grades earned in a single academic term.
- **Cumulative GPA** — the average of all grades earned across the student's entire enrollment at JBC.

### HOW GPA IS CALCULATED

GPA is calculated by multiplying the quality points for each grade by the credit hours of the course, then dividing the total quality points by the total credit hours attempted.

#### ✦ WORKED EXAMPLE ✦

Suppose a student takes four 3-credit-hour courses in a single term and earns the following grades:

BIB 101 Old Testament Survey: **A (4.0) × 3 credits = 12.0 quality points**

THE 101 Foundations of Theology: **B+ (3.3) × 3 credits = 9.9 quality points**

SPF 101 Spiritual Formation: **A- (3.7) × 3 credits = 11.1 quality points**

MIN 101 Foundations of Ministry: **B (3.0) × 3 credits = 9.0 quality points**

Total Quality Points: **42.0**

Total Credit Hours: **12**

Term GPA:  $42.0 \div 12 = \mathbf{3.50}$

### WHAT COUNTS IN THE GPA

Only courses graded on the standard letter scale (A through F, including plus and minus designations) are included in the GPA calculation. Courses graded as Pass/Fail (P/F), Audit (AU), Withdrawal (W), or Incomplete (I) are not included in the GPA — see Section 3 for details.

### TRANSFER CREDITS & GPA

Per the JBC Transfer Credit Policy, accepted transfer credits count toward graduation requirements but do not factor into the JBC cumulative GPA. Only coursework completed at JBC contributes to the official GPA.

### 03 SPECIAL GRADES & NOTATIONS

In addition to standard letter grades, JBC uses the following notations on student transcripts to represent specific situations:

NOTATION	MEANING & EFFECT
<b>P</b>	Pass — used in approved Pass/Fail courses. Indicates the student met the minimum standard for the course (equivalent to C- or higher). Does not affect GPA but earns full credit hours toward graduation.
<b>NP</b>	No Pass — used in approved Pass/Fail courses. Indicates the student did not meet the minimum standard. Does not affect GPA but earns no credit hours toward graduation. The course must be retaken if required.
<b>AU</b>	Audit — the student attended the course for personal enrichment without earning credit. No grade, no quality points, no credit hours. See the Tuition document for audit pricing.
<b>I</b>	Incomplete — a temporary grade granted only under documented extenuating circumstances when the student has completed the majority of coursework. Reverts to F if not completed within the deadline.
<b>W</b>	Withdrawal — the student officially withdrew from the course during the standard withdrawal window (see Academic Calendar). No grade, no GPA impact, no credit earned.
<b>WP</b>	Withdrawal Passing — the student withdrew during the late withdrawal window (after the standard window) while passing the course. No GPA impact.
<b>WF</b>	Withdrawal Failing — the student withdrew during the late withdrawal window while failing the course, OR was administratively withdrawn for non-attendance or conduct. Calculated as F in the GPA.
<b>IP</b>	In Progress — used for multi-term courses (such as extended practicums) where the final grade is not yet earned at the end of a single term. Does not affect GPA until the final grade is posted.
<b>R</b>	Repeated Course — indicates the course has been retaken. The original grade remains on the transcript with an R notation, but only the highest grade earned counts toward the GPA.

## 04 MINIMUM GRADE REQUIREMENTS

Not every passing grade is sufficient for graduation. JBC sets minimum grade thresholds that protect the integrity of every degree we confer. A student may earn a passing grade in a course and still need to retake it for the credit to count toward the degree.

*“Whatever you do, do well. For when you go to the grave, there will be no work or planning or knowledge or wisdom.” — Ecclesiastes 9:10 (NLT)*

### MINIMUM GRADE STANDARDS

- **Required core courses** (Biblical Studies, Theology, Spiritual Formation, Ministry, and Leadership courses required for the student’s degree program) must be passed with a **C– (1.7) or higher**.
- **Practicum courses** must be passed with a **C (2.0) or higher**. Practicums are formation experiences — we will not credential a student who has not visibly demonstrated readiness for the field.
- **Dominion Weekends** are graded **Pass/No Pass**. Each Dominion Weekend must be successfully completed for the student to graduate. Missing a Dominion Weekend without prior approval results in NP for that gathering and requires the student to make it up in a future term.
- **Elective courses** must be passed with a **D– (0.7) or higher** to earn credit, but are subject to the same cumulative GPA requirements (see below).
- **Cumulative GPA of 2.0 (C average) or higher** is required for graduation from any JBC degree program. A student may not graduate while on academic probation.

### COURSES BELOW THE MINIMUM

If a student earns a passing grade that falls below the minimum required for that course, the original grade remains on the transcript, but the credit does not count toward graduation. The student must retake the course and earn the minimum required grade.

## 05 REPEATING A COURSE

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Students may retake any JBC course in which they earned a grade of C+ (2.3) or below in order to improve the grade. This policy is grounded in our conviction that we are forming people, not just sorting them — a student who falls short and gets back up has demonstrated something that matters.

### HOW REPEATED COURSES WORK

1. The student may retake a course up to two times (for a maximum of three total attempts). Additional attempts require written approval from the Executive Director.
2. All grades earned in the course remain on the official transcript, marked with an **R** notation to indicate the course was repeated.
3. Only the **highest grade earned** is calculated into the cumulative GPA. Previous grades are excluded from the GPA calculation but remain visible on the transcript.
4. Credit hours are awarded **only once** per course, regardless of how many times the course is taken.
5. Tuition for repeated courses is paid at the standard per-credit-hour rate. There is no discount for retakes.

### REQUIRED RETAKES

A student must retake any course in which they earned a grade below the minimum required for graduation in their degree program. This is not optional. Required retakes follow the same rules above.

### A PASTORAL NOTE

Retaking a course is not failure. It is faithfulness. Many of the strongest leaders this school will ever produce will have a **(R)** or two on their transcript — because they refused to settle for a half-formed understanding of something the Lord wanted them to truly grasp. If you need to retake a course, do not hide from it. Own it. Come back stronger.

## 06 INCOMPLETE GRADES

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An **Incomplete (I)** grade is not a way to delay difficult work. It is a narrowly granted accommodation for students who have been faithful in a course but encounter a documented, serious circumstance in the final weeks that prevents them from completing the remaining work.

### ELIGIBILITY FOR AN INCOMPLETE

An Incomplete may be granted only when ALL of the following are true:

- The student has completed at least 75% of the coursework.
- The student is currently passing the course at the time of the request.
- The student has experienced a documented circumstance such as serious illness, family death, military deployment, or other significant unavoidable disruption.
- The student requests the Incomplete in writing before the final week of the term.
- The instructor agrees that an Incomplete is appropriate, in consultation with the Executive Director.

### COMPLETION DEADLINE

Once granted, an Incomplete must be resolved within **60 days** of the end of the term. The instructor and student will agree on a written completion plan with specific deliverables and dates.

If the work is not completed within the 60-day window, the Incomplete automatically converts to **F (0.0)** and is calculated into the GPA accordingly. Extensions beyond 60 days are granted only in exceptional cases by written approval of the Executive Director.

### HONEST WORD ABOUT INCOMPLETES

Incompletes are not a tool for procrastination. They are a tool for compassion. We will be generous with them when life genuinely interrupts a student's ability to finish strong. We will not be generous with them when a student simply waited too long to start. Plan your work. Honor the term. Finish what you start.

## 07 ACADEMIC STANDING LEVELS

Every JBC student is assigned an academic standing at the end of each term, based on their term GPA and cumulative GPA. There are four standing levels.

STANDING	TRIGGER	MEANING & EFFECT
<b>Good Standing</b>	Cumulative GPA $\geq$ 2.0	The student is in full standing, may register for any term, and is on track for graduation.
<b>Academic Warning</b>	Term GPA < 2.0 (first occurrence)	Issued for the first term in which performance falls below standard. The student remains enrolled but receives a written notification and is required to meet with the Executive Director.
<b>Academic Probation</b>	Cumulative GPA < 2.0	The student remains enrolled but with mandatory conditions: limited course load, required academic coaching meetings, and a defined improvement plan.
<b>Academic Suspension</b>	Two consecutive terms on probation without improvement	The student is required to take one full term away from JBC. After the suspension period, the student may apply for reinstatement.
<b>Academic Dismissal</b>	Failure to meet conditions of reinstatement after suspension	The student is removed from the program. Re-application after a minimum of 12 months is permitted but not guaranteed.

## 08 ACADEMIC WARNING, PROBATION, SUSPENSION & DISMISSAL

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This section explains exactly what happens when a student's academic standing changes, what is required of the student at each level, and how to return to good standing.

### ACADEMIC WARNING

Issued the first time a student's term GPA falls below 2.0, even if the cumulative GPA remains above 2.0. The Academic Warning is a wake-up call — not a punishment. It includes:

- A written notification from the Executive Director.
- A required one-on-one meeting to identify the root cause of the term's performance.
- An optional improvement plan, mutually developed.
- No restrictions on the next term's course load.

If the student's next term GPA returns to 2.0 or above, the Academic Warning is removed. If the cumulative GPA falls below 2.0, the student moves to Academic Probation.

### ACADEMIC PROBATION

Triggered when the **cumulative GPA** drops below 2.0. While on probation:

- Maximum course load is reduced to 3 credit hours per term (1 course).
- The student must meet with Registrar at least three times during the term.
- A written improvement plan is created and signed by the student and the Executive Director.
- The student is not eligible to participate in extracurricular ministry leadership roles assigned by JBC during the probation period.

A student remains on probation until their cumulative GPA returns to 2.0 or above. The student is reviewed at the end of each term.

### ACADEMIC SUSPENSION

Triggered when a student remains on Academic Probation for two consecutive terms without raising the cumulative GPA to 2.0 or above. The student is required to take one full term away from JBC. During the suspension period:

- The student is not enrolled and may not attend JBC courses.
- Tuition already paid for the suspension term is refunded according to the standard refund policy.
- The student is encouraged to use the time for spiritual and personal restoration, including continued involvement in their local church.
- Before the suspension term ends, the student may apply for reinstatement by submitting a written reinstatement request to the Executive Director that includes a reflection on the issues that led to suspension and a clear plan for academic success upon return.

## **ACADEMIC DISMISSAL**

Reserved for the rare situation in which a student returns from Academic Suspension and again fails to meet the conditions of reinstatement, OR commits a serious violation alongside ongoing academic struggle. Academic Dismissal removes the student from the program. The student may apply for re-admission after a minimum of 12 months from the date of dismissal, but re-admission is not guaranteed and is at the discretion of the Executive Director.

## 09 HONORS & RECOGNITION

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JBC publicly honors students who pursue academic excellence as part of their formation. We do not award participation trophies. We do honor faithfulness with all your heart.

*“And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through Him to God the Father.” — Colossians 3:17 (NLT)*

### TERM HONORS

The following recognitions are awarded at the end of each term to eligible students. Students must be enrolled in at least 6 credit hours during the term to be eligible for term honors.

- **Chancellor’s List** — Term GPA of 3.85 or higher with no grade below B.
- **Director’s List** — Term GPA of 3.50 to 3.84 with no grade below B-.
- **Honor Roll** — Term GPA of 3.25 to 3.49 with no grade below C+.

Term honors are noted on the student’s transcript for that term and announced publicly at JBC each term.

## 10 GRADUATION HONORS (LATIN HONORS)

At the time of graduation, students who have demonstrated sustained academic excellence throughout their entire program are recognized with Latin honors. These honors appear on the student’s diploma and official transcript and are publicly announced at the graduation ceremony.

HONOR	CUMULATIVE GPA	DESIGNATION
<b>Summa Cum Laude</b>	<b>3.90 – 4.00</b>	“With Highest Honor” — the highest level of academic distinction at JBC.
<b>Magna Cum Laude</b>	<b>3.70 – 3.89</b>	“With Great Honor” — awarded for sustained excellence throughout the program.
<b>Cum Laude</b>	<b>3.50 – 3.69</b>	“With Honor” — awarded for consistently strong academic performance.

### ELIGIBILITY FOR LATIN HONORS

To be eligible for Latin honors, a student must:

- Have completed at least **60 credit hours at JBC** (transfer credits do not count toward Latin honors eligibility).
- Have no record of academic probation or higher discipline at any point during their enrollment.
- Have no failing grade (F) on their transcript at the time of graduation.
- Have completed all program requirements, including all required Dominion Weekends and practicums.

## 11 GRADE APPEALS & DISPUTES

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Students have the right to appeal a final course grade they believe was issued in error or unfairly. We take this right seriously — and we expect students to take the process seriously as well.

### VALID GROUNDS FOR AN APPEAL

A grade appeal will be considered when the student can demonstrate ONE of the following:

- A clerical or computational error in calculating the final grade.
- Application of grading criteria different from those stated in the course syllabus.
- Treatment of the student’s work in a manner inconsistent with how comparable work by other students was treated.

A grade appeal will **not** be considered simply because the student is unhappy with the grade or believes the assignment was “too hard.” Appeals based on subjective disagreement with the instructor’s evaluation of the quality of the work will be denied.

### THE THREE-STEP APPEAL PROCESS

#### Step 1 — Direct Conversation with the Instructor

Within **14 calendar days** of the grade being posted, the student must contact the instructor directly to discuss the grade. Most concerns are resolved at this step. If the conversation resolves the matter, no further action is needed.

#### Step 2 — Written Appeal to the Executive Director

If Step 1 does not resolve the concern, the student may submit a **written appeal** to the Executive Director within **14 calendar days** of the conversation with the instructor. The appeal must include: a clear statement of the grade being appealed, the specific grounds for the appeal (from the list above), supporting documentation (the syllabus, the assignment in question, and any relevant correspondence), and a description of the resolution being sought.

#### Step 3 — Academic Review

The Executive Director will review the appeal in consultation with the instructor and, if needed, an additional faculty member. A written decision will be issued within 21 calendar days of the appeal being received. This decision is final.

### A WORD ON HONOR IN THE APPEAL PROCESS

Appealing a grade is not a sin. Going around the instructor, complaining publicly, or attempting to apply pressure through unrelated channels is. Honor the process. Honor the instructor. Whether or not the appeal succeeds, the manner in which you appeal will reveal far more about your character than the grade itself ever did.

## 12 GRADE REPORTING & TRANSCRIPTS

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### WHEN GRADES ARE POSTED

Final course grades are posted to the JBC student information system within 7 calendar days after the end of each term. Students are notified by email when grades are available. Mid-term progress grades are posted approximately halfway through each term to give students an early read on their performance.

### HOW TO ACCESS YOUR GRADES

Current grades, term GPA, cumulative GPA, and academic standing are visible to the student at any time through the JBC student portal. Students are responsible for monitoring their academic progress and reaching out for help early when needed. We can help you when you are struggling. We cannot help what we do not know is happening.

### OFFICIAL TRANSCRIPTS

Official JBC transcripts may be requested by current and former students at any time. Transcripts include all coursework attempted, grades earned, repeated course notations, term and cumulative GPAs, academic standings, honors, and degrees conferred. The fee for an official transcript is listed in the JBC Tuition document.

Transcripts will not be released for any student with an outstanding financial balance with JBC. Students must **settle accounts before transcripts are issued.**

### FERPA & GRADE CONFIDENTIALITY

Student grades and academic records are protected under the Family Educational Rights and Privacy Act (FERPA). JBC will not release a student's grades or academic records to any third party (including parents, spouses, employers, or pastors) without the written consent of the student, except as required by law. Students may submit a written FERPA release authorizing JBC to share their academic information with specific named individuals.

## 13 MAXIMUM TIME FRAME FOR DEGREE COMPLETION

JBC believes that academic formation is a season — not an indefinite holding pattern. To protect the integrity of every degree we confer and to keep students moving toward completion, JBC requires that all degree programs be completed within a defined maximum time frame from the date of initial enrollment.

### THE 150% RULE

JBC follows the standard **150% rule** for maximum time to degree completion. A student must complete all degree requirements within 150% of the standard published length of their program. This is a federal financial aid standard adopted by JBC as good academic practice and as a Catalog requirement, regardless of whether the student receives federal aid.

PROGRAM	STANDARD LENGTH	MAXIMUM TIME FRAME
Associate of Biblical Studies (ABS)	2 years	3 years
Bachelor of Biblical Studies (BBS)	4 years	6 years
Bachelor of Ministry & Leadership (BML)	4 years	6 years

### HOW THE TIME FRAME IS CALCULATED

The maximum time frame begins on the **date of initial enrollment** in the program (the first term in which the student attended any course). All semesters of enrollment count toward the time frame, including:

- Fall and Spring semesters
- Summer terms (if enrolled)
- Semesters in which the student withdrew from one or more courses
- Semesters in which the student earned no passing grades

Periods of approved Leave of Absence (see Leave of Absence Policy) do not count toward the maximum time frame, provided the leave was formally requested and granted in advance.

### WHAT HAPPENS WHEN A STUDENT APPROACHES THE LIMIT

The Executive Director will notify any student who is approaching their maximum time frame at least one full semester before the deadline. The notification will include:

1. A summary of the student's remaining degree requirements.
2. A recommended completion plan to finish within the time frame.
3. Information on the formal Time Frame Extension request process (see below).

## TIME FRAME EXTENSION REQUESTS

In rare and well-documented cases, a student may request an extension beyond the standard maximum time frame. To request an extension, the student must submit a written Time Frame Extension Request to the Executive Director that includes:

- A clear explanation of the circumstances that prevented timely completion (medical, family, vocational, or other documented hardship).
- A specific completion plan with proposed semester-by-semester course load.
- A target completion date no more than 25% beyond the original maximum time frame.
- Supporting documentation where applicable (medical, employer, pastoral, etc.).

Extension requests are reviewed by the Executive Director in consultation with the Chancellor and approved or denied within 30 calendar days. Approval is **not automatic** and is granted at the discretion of the institution based on the merit of the request and the student's history of academic engagement.

## FAILURE TO COMPLETE WITHIN MAXIMUM TIME FRAME

Students who exceed the maximum time frame and have not been granted an extension will be administratively withdrawn from their program. To complete the degree thereafter, the student must reapply for admission and re-enroll under the JBC Catalog in effect at the time of re-enrollment, which may include revised program requirements.

## 14 ACADEMIC LOAD DEFINITIONS

A student’s academic load — the number of credit hours enrolled in a given term — determines their official enrollment status. Enrollment status affects degree progress, financial aid eligibility (when applicable), and several institutional policies. JBC defines four enrollment status categories.

STATUS	CREDIT HOURS	DESCRIPTION
<b>Full-Time</b>	<b>6 or more credit hours</b>	Standard expected enrollment for students completing their degree on the standard program timeline.
<b>Half-Time</b>	<b>3 credit hours</b>	Minimum threshold for many institutional benefits. Significantly extends time to degree.

### STANDARD RECOMMENDED LOAD

The standard recommended load for students pursuing degree completion on the typical program timeline is **6 credit hours per term**. This load supports steady progress while leaving room for the work, ministry involvement, and family responsibilities most JBC students carry alongside their academic work.

### MAXIMUM LOAD

The maximum standard load is **9 credit hours per term**. Enrollment exceeding 9 credit hours requires written approval from the Executive Director and is granted only in exceptional circumstances based on the student’s demonstrated academic capacity (typically a cumulative GPA of 3.50 or higher and no current academic standing concerns).

### ADJUSTING ACADEMIC LOAD

Students may adjust their academic load between terms in consultation with the registrar. Adjustments within a single term (adding or dropping courses after the term has begun) are governed by the Drop/Add Policy and the Withdrawal Policy.